

**SECRET**

17 March 1967

MEMORANDUM FOR THE RECORD

SUBJECT: EO/DD/S&T Staff Meeting - 16 March 1967

1. ACTION ITEMS

All Officers - paragraphs 3 and 5

25X1A

2. [ ] announced that the Program Call is now in the final typing stages.

25X1A

3. [ ] urged anyone who has anything to do with contracts to be sure that they are moved in and out very quickly.

25X1A

4. [ ] mentioned that the NRO budget call is out. The deadline for the Offices, with the exception of ORD and OEL, is 12 April for the '68 and 28 April for the '69-'73. ORD and OEL should have theirs in by 5 April.

25X1A

5. [ ] announced that he is revising the cable routing procedures as follows: all immediate-interest cables will be pulled as they are received and routed to the EO/DDS&T and the A/DD/S&T. Others of just general interest will be placed on a cable<sup>board</sup> marked "A" Cables, and routed to [ ] then throughout the O/DD/S&T. These will be circulated once or twice a day. All others will be left on the board and routed on a routine basis. [ ] urged everyone to please keep the cable boards moving as quickly as possible.

25X1A

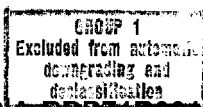
25X1A

25X1A

25X1A

6. [ ] announced that the first day's session of the Contract Management Course (March 29) will be held in the OCR theater, Room 1E 78. The other two days' sessions will be in Room 1A 07.

**SECRET**



**SECRET**

25X1A

25X1A

7. [ ] announced he and [ ] of PPB are working on a PPB Course. They have met with Bannerman on this a couple of times. He stated they are shooting for the first course, for relatively senior people, about the 1st of July.

25X1A

8. [ ] announced they have recently completed the Status of Funds that the Offices have submitted. He indicated they are all in pretty good shape.

25X1A

9. [ ] announced that we now have a complete up-to-date list of profit and non-profit organizations which have personnel who possess some sort of special clearances.

25X1A

10. [ ] announced that 4 April is DD/S&T Blood Donor Day.

**SECRET**